

9-30-1925

## Board of Trustees Meeting Minutes 1925-09-30

Bowling Green State University

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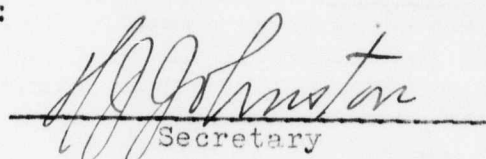
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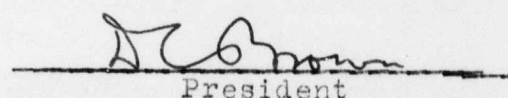
Moved by Bowsher and seconded by Rodgers that the State Highway Department be requested to prepare plans and specifications for library equipment and to superintend the installation of the same. This is intended to include all special library furniture, stacks, elevator, delivery table, reading room tables, chairs, etc., but does not include furnishings for the recitation rooms and offices. Voting aye, Brown, Bowsher, Johnston, Rodgers, Ganz. Motion carried.

Moved by Rodgers and seconded by Ganz that the State Highway Department be authorized to prepare plans and specifications for addition to Power Plant and installation of 2 - 300 H. P. boilers. Voting aye, Brown, Bowsher, Johnston, Rodgers, Ganz. Motion carried.

Nothing further claiming its attention, the Board adjourned to meet September 30th, 1925 at 5:00 P. M.

Attest:

  
Secretary

  
President

Bowling Green, Ohio  
September 30, 1925

The Board of Trustees of the Bowling Green State Normal College met at its office in the Administration Building on the above date. The members present were President D. C. Brown, Vice-President E. L. Bowsher, Secretary Dr. H. J. Johnston, and E. H. Ganz. Treasurer E. T. Rodgers was unavoidable absent. Dr. Williams, President of the College, was also present.

The minutes of the meetings held on September 2, 1925 and September 19, 1925 were read and approved.

Dr. Williams presented the resignation of Miss Florence Brooks dated August 2, 1925. Moved by Bowsher and seconded by Ganz that the resignation be accepted, all the members voting aye. Motion carried.

Dr. Williams nominated the following persons as instructors for the year 1925-26 at the salary set opposite the name of each, effective September 14, 1925.

Benton E. Barringer, Education	\$3200
Francis E. Taylor, Mathematics	2500
Paul E. Landis, Physical Education for Men	2400
Helen W. Henderson, Home Economics	2400
Sue Northey, Kindergarten	2200
Myra K. Stephan, Physical Education for Women	1200
Florence Baird, Foreign Language	1500
Mary Loomis, Music	1800
Nina G. Beattie, Critic	2000
Alice Rupp, Critic	2000
Mary E. Barnes, Critic	2000
Emma E. Treiber, Critic	2000
Ruth VanDorn, Critic, Church St. School	1600
Ethel Reed, Critic, Church St. School	1600
Wilhelmina Gherke, Critic, Church St. School	1400
Hattie Crawley, Critic, Church St. School	1400
Helen Householder, Critic, Church St. School	1400
Emily Ordway, Critic, & Principal, Church St. School	1650
Mrs. Stella Raney, Mathematics	2200
Helen Waugh, Part-time H. S. Critic	950
Helen, Shafer, Part-time H. S. Critic	900
Mrs. Jessie Howe, Part-time H. S. Critic	900
E. L. Boyles, Part-time H. S. Critic	1000
Adeline Halleck, Part-time H. S. Critic	675

Also Nell Shuler as Instructor in Voice for the first Semester at \$1.00 per lesson.

Moved by Bowsher and seconded by Ganz that the nominations be confirmed at the salaries recommended. Voting aye, Brown, Bowsher, Johnston, Ganz. Motion carried.

Dr. Williams nominated Miss Elsie Burtner as manager of the dormitories for the year 1925-26 at a salary of \$1500 per year, effective August 30, 1925. Moved by Bowsher and seconded by Ganz that the nomination be confirmed at the salary recommended. Voting aye, Brown, Bowsher, Johnston, Ganz. Motion carried.

Dr. Williams nominated Miss Grace Busick as stenographer at a salary of \$1300 per year subject to the approval of the State Civil Service Commission. Moved by Bowsher and seconded by Ganz that the nomination be confirmed at the salary recommended. Voting aye, Brown, Bowsher, Johnston, Ganz. Motion carried.



Dr. Williams presented the receipts from the Treasurer of State for fees and balance in the Farm Account as reported at the meeting of the Board held on September 2, 1925 and the receipts were ordered spread upon the minutes.

July 31, 1925 to Sept. 2, 1925

Registration fees Third Summer Term, 1925

302 Receipts @ \$5.00	\$1510.00
Industrial Arts Fees 53 @ \$1.50	79.50
Late Entrance Fees 21 @ \$1.00	21.00
Library Fines	2.45
Change of Courses	4.50
Transcript Fee	1.00
	<u>\$1618.45</u>

REFUNDS

Registration Receipts 8 @ \$5.00	40.00
Registration Receipts 2 @ \$4.00	8.00
Registration Receipts 3 @ \$2.50	7.50
Industrial Arts Fees 6 @ \$1.50	9.00
Late Entrance Fee	1.00
	<u>65.50</u>
	1552.95

DEPARTMENT OF TREASURER OF STATE

To the Payer: Columbus, Ohio, September 2, 1925 #820

Bowling Green State Normal College has paid into the State Treasury \$1552.95  
Raymond P. Martin -- Cashier

Balance in Farm Account August 28, 1925, resulting  
from sale of farm products, after payment of obligations  
contracted prior to July 1, 1925 713.54

DEPARTMENT OF TREASURER OF STATE

To the Payer: Columbus, Ohio, August 28, 1925 #637

Bowling Green State Normal College has paid into the State Treasury \$713.54  
Raymond P. Martin -- Cashier

Dr. Williams reported farm sales amounting to \$309.69 and stated that the amount had been turned over to the Treasurer and receipt taken therefor.

September 30, 1925

Received of H. B. Williams, Pres., the following sum to be forwarded to the Treasurer of State:

Farm Receipts 117½ gal. milk @ .35	\$ 41.13
" " 2238 qts. milk @ .12	268.56
	<u>\$309.69</u>

(Signed) E. T. Rodgers  
Treasurer

Dr. Williams presented the following financial statement of the dormitories and the same was ordered spread upon the minutes.

FINANCIAL STATEMENT  
NORMAL COLLEGE DORMITORIES  
June 18, 1925 to August 28, 1925

RECEIPTS

Board Receipts	\$ 6400.10
Room Receipts	2720.50
Interest on Certificates of Deposit	<u>1066.25</u>
	\$10186.85

DISBURSEMENTS

Food	3833.88
Labor	1700.32
General Plant Repairs	128.00
Water	127.91
Light & Power	291.28
Gas	246.15
Depreciation on Equipment	196.62
General Plant Supplies	63.68
Other Operating Expense	<u>140.35</u>
	6728.20

G Gain for Period \$ 3458.65



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RESOURCES

Certificates of Deposit	\$60000.00	
Liberty Bonds	5000.00	
Cash	2683.87	
Inventory of Food	341.07	
Inventory of Supplies	69.48	
Equipment	840.96	68935.38

LIABILITIES

The Institution	68935.38
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Estimate #5 to Watts & Suhrbier Company on general contract for Combined Recitation and Library Building, duly certified by Herbert B. Briggs, State Architect and Engineer, and amounting to \$21,717.95 was presented for action of the Board. Moved by Bowsher and seconded by Ganz that the estimate be allowed and paid from H. B. #622, G-2 Combined Recitation and Library Building. Voting aye, Brown, Bowsher, Johnston, Ganz. Motion carried.

Estimate #1 to the J. H. Meyers Plumbing and Heating Company on contract for plumbing and heating for the Combined Recitation and Library Building, duly certified by Herbert B. Briggs, State Architect and Engineer, and amounting to \$1482.00 was presented for action of the Board. Moved by Bowsher and seconded by Ganz that the estimate be allowed and paid from H. B. #622, G-2 Combined Recitation and Library Building. Voting aye, Brown, Bowsher, Johnston, Ganz. Motion carried.

The following payrolls were presented for action of the Board.

Sept. 22 -	Name	Time	Rate	Amt.
	H. B. Williams	President	1 1/2 mo.	541.66
				812.49

A-1 Salaries

Sept. 22 -	Name	Time	Rate	Amt.
	W. C. Jordan	Financial Clerk	1 mo.	270.83
	Gertrude Brod	Bookkeeper	"	116.66
	Mary W. Everett	Asst. Registrar	"	137.50
	Grace Busick	Stenographer	9 da.	108.33
	Katherine Dean	"	1 mo.	75.00
	John Myers	Janitor	"	104.16
	W. E. Frost	"	"	91.66
	Wilda Tavernier	Janitress	"	60.00
	Randolph Ronk	Supt. Bldg. & Grounds	"	183.33
	Emanuel Smith	Fireman	"	110.00
	Emory Young	"	"	110.00
	Chester L. Spencer	"	"	110.00
	M. Finkenbeiner	Grounds Laborer	"	91.66
	J. W. Palmer	"	"	91.66
	Lincoln Miller	Night Watchman	"	83.33
	Esther March	Stu. Help Office	6 hrs.	.25
	Esther Russell	"	8 "	.25
	Jonathan Ladd	"	10 1/2 "	.25
	Jean Sherer	"	10 "	.25
	L. R. Pugh	"	14 "	.25
	Marian Kuleman	"	Home Ec 5 "	.20
	Wanda Albaugh	"	Library 23 "	.20
	Chas. A. Clark	"	"	.20
	Orpha Knight	"	"	.20
	Maye Scheffler	"	"	.20
	O. C. Sturdavant	"	"	.20
	Harry L. Towers	"	"	.20
	Walter Towers	Janitor	1 mo.	91.66
				91.66
				1764.95
				35.33
				1800.28

Oct. 1 -	Name	Time	Rate	Amt.	Pension Deduct.
	H. B. Williams	President	1 mo.	541.66	531.77
	B. E. Barringer	Instructor	"	355.55	345.66
	Florence Baird	"	"	166.66	158.99
	G. W. Beattie	"	"	377.77	367.88
	C. J. Biery	"	"	377.77	367.88
	J. W. Carmichael	"	"	316.66	306.77
	D. J. Crowley	"	"	316.66	306.77
	Dorothy Clement	"	"	188.88	180.32
	Hazel Fitzgerald	"	"	222.22	212.33
	Marian Hall	"	"	222.22	212.33
	Harriet Hayward	"	"	333.33	323.44
	Helen Henderson	"	"	266.66	256.77
	Laura Heston	"	"	288.88	278.99
	Clyde Hissong	"	"	333.33	323.44



Name		Time	Rate	Amt.	
W. P. Holt	Instructor	1 mo.	377.77	367.88	9.89
Herbert Kimmel	"	"	333.33	323.44	9.89
C. C. Kohl	"	"	400.00	390.11	9.89
E. G. Knepper	"	"	288.88	278.99	9.89
Paul Landis	"	"	266.66	256.77	9.89
Mary Loomis	"	"	200.00	191.00	9.00
Rea McCain	"	"	305.55	295.66	9.89
C. S. Martin	"	"	333.33	323.44	9.89
E. L. Moseley	"	"	377.77	376.88	9.89
Caroline Nielsen	"	"	288.88	278.99	9.89
C. D. Perry	"	"	333.33	323.44	9.89
E. C. Powell	"	"	277.77	267.88	9.89
Mrs. Stella Raney	"	"	244.44	234.55	9.89
C. F. Reeb	"	"	361.11	351.22	9.89
Vera Reynolds	"	"	266.66	256.77	9.89
John Schwarz	"	"	361.11	351.22	9.89
Maude Sharp	"	"	288.88	278.99	9.89
Caroline Shaw	"	"	244.44	234.55	9.89
Winifred Skillen	"	"	305.55	295.66	9.89
C. C. Snow	"	"	244.44	234.55	9.89
Warren E. Steller	"	"	305.55	295.66	9.89
Myra Stephan	"	"	133.33	127.00	6.33
Francis Taylor	"	"	277.77	267.88	9.89
R. M. Tunncliffe	"	"	377.77	367.88	9.89
W. A. Zaugg	"	"	361.11	351.22	9.89
Mary Barnes	Critic Tr. School	"	222.22	212.33	9.89
Nina Beattie	" " "	"	222.22	212.33	9.89
Maude Doane	" " "	"	233.33	223.44	9.89
Lena Mills	" " "	"	222.22	212.33	9.89
Alice Rupp	" " "	"	222.22	212.33	9.89
Emma Treiber	" " "	"	222.22	212.33	9.89
Sue Northey	Kindergartner	"	244.44	234.55	9.89
Hattie Crawley	Critic Church St. Sch.	"	155.55	148.33	7.22
Wilhelmina Gherke	" " " "	"	155.55	148.33	7.22
Helen Householder	" " " "	"	155.55	148.33	7.22
Emily Ordway	" " " "	"	183.33	183.33	8.33
Ethel Reed	" " " "	"	177.77	169.66	8.11
Ruth VanDorn	" " " "	"	177.77	169.66	8.11
E. L. Boyles	Part-time Critic High Sch.	"	111.11	106.17	4.94
Adeline Halleck	" " " "	"	75.00	71.50	3.50
Mrs. Jessie Howe	" " " "	"	100.00	95.50	4.50
Helen Shafer	" " " "	"	100.00	95.50	4.50
Helen Waugh	" " " "	"	105.55	100.63	4.72
Ethyl Blum	Librarian	"	222.22	200.00	
Nell Shuler	Voice Lessons	59 @ \$1.00		59.00	
A-1 Salaries.				14693.42	

Oct. 8 -

F. W. Tapp	Farmer	3 mos.	55.00	165.00	
Loyal Dohm	Farm Laborer	72 days	2.50	180.00	
Robert Priest	" "	489 hrs.	.12 $\frac{1}{2}$	61.12	
Robert Priest	" "	90 hrs.	.25	22.50	
Herman Headington	Student Help	13 $\frac{1}{2}$ hrs.	.25	3.37	
J. Burkholder	" "	92 "	.25	23.00	
E. L. Sholl	" "	58 "	.40	23.20	
I-Rotary				478.19	

Moved by Ganz and seconded by Bowsher that the payrolls be allowed and paid from funds provided therefor. Voting aye, Brown, Bowsher, Johnston, Ganz. Motion carried.

The following claims and expense accounts were presented for action of the Board

Voucher No.	Name of Payee	Appr'n. Acct.	Total
780	A. E. Avery	C-3	31.73
781	A. E. Avery	C-11 6.00	
782	Frank E. Keil Lumber Co.	C-11 4.55	10.55
783	G. A. Dix	E-4 Livestock	450.00
784	D. D. Binkley	E-5	73.00
785	Colby-Merrill Co.	E-9 Gen.Pl.	515.00
786	Herbert B. Briggs	G-2 Recitation and Library Bldg.	369.25
787	Harry Long	F-1 20.00	
788	J. J. Blainey & Co.	F-1 350.00	
789	Clague & Strohl	F-1 785.85	1155.85
790	Clague & Strohl	G-3 Sidewalks	1213.40
791	Clague & Strohl	G-3 Athletic Field and Tennis Courts	1275.00



## Proceedings, Trustees Bowling Green Normal College

September 30, 1925

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MC MANUS-TRUMP CO., TOLEDO, O. 22669

Voucher No.	Name of Payee	Appr'n. Acct.	Total
792	Scott, Foresman & Co.	E-8	10.20
793	John S. Kendwer	F-1 450.00	
794	Warren Webster Co.	F-1 653.40	
795	Warren Webster Co.	F-1 718.20	1821.60
796	Herbert B. Briggs	G-2 Libr. Bldg. 209.58	
797	The Watts & Suhrbier Co.	G-2 " " 21717.95	
798	J. H. Myers Plbg. & Htg. Co.	G-2 " " 1482.00	23409.53
799	Gaertner Scientific Co.	G-3 Ed. Eq.	135.50
800	Wiggins & Gillespie	G-3 Fur. & Bath	11.00
801	Baker & Taylor Co.	G-3 Libr. Books	165.38
The above to be paid from House Bill #622			
34	President's Payroll	A-1 Salaries	812.49
35	Mrs. Will Chamberlain	A-2 Wages 25.20	
36	Mrs. Fred Abbot	A-2 Wages 27.15	52.35
37	Frazier Reams	A-3	25.00
38	Jones Bros.	C-3	957.72
39.	H. B. Williams	C-4a	.88
40	John J. Maas	C-8 27.17	
41	English Bros. & Co.	C-8 22.34	
42	C. G. Heiby Hdwe.	C-8 17.50	
43.	C. C. Birchard & Co.	C-8 2.96	
44	The Wood County Democrat	C-8 6.00	
45.	Milton Bradley Co.	C-8 6.20	
46	Keil Lumber Co.	C-8 69.00	151.17
47	Hopper Hdwe.	C-11	2.30
48	Frank A. Keil Lumber Co.	D-3 Gen. Pl.	13.55
49	Anthony's Confectionery	E-8	1.40
50	Humphrey Co.	E-9 96.00	
51	The National Supply Co.	E-9 2.66	98.66
52	H. B. Williams	F-5	.54
53	W. A. Zaugg	F-6	15.63
54	Western Union Telegraph Co.	F-7	2.26
55	Wood Co. Republican Co.	F-9 8.00	
56	Matt Leiendecker	F-9 22.00	
57	C. J. Biery	F-9 9.80	39.80
58	C. W. Crom	I-Rotary 23.00	
59	L. S. Matteson	I-Rotary 49.92	
60	Northwestern Ohio Natural Gas Co.	I-Rotary 1.85	
61	Ohio Northern Public Service Co.	I-Rotary 4.85	
62	O. W. Hoffheins	I-Rotary 213.15	
63	O. W. Hoffheins	I-Rotary 70.65	363.42
64	Alfred Knopf	G-3 Libr. Books	9.00
65	Civil Service Payroll	A-1 Salaries 1764.95	
66	Instructor's Payroll	A-2 Wages Stu. Help 35.33	1800.28
67	Blade Printing & Paper Co.	A-1 Salaries	14693.42
68	The Bolles Drug Store	C-4 4.85	
69	Ohio State Reformatory	C-4 .80	
70	Ohio State Reformatory	C-4 32.15	
71	H. B. Williams	C-4 45.30	83.10
72	Remien & Kuhnert Co.	C-4a	.82
73	Lusky White & Coolidge Inc.	C-8 Ind. Arts 29.83	
74	The Central Ohio Paper Co.	C-8 " " 40.46	
75	Lincoln & Dirlam	C-8 13.95	
76	The Dobson-Evans Co.	C-8 1.60	
77	The World Book Co.	C-8 2.26	
78	The Franklin Print. & Eng. Co.	C-8 Ed. 51.42	
79	The Daily Sentinel-Tribune	C-8 3.93	
80	A. G. Spalding & Bros.	C-8 4.00	147.45
81	Wiggins & Gillespie	C-8a	32.36
82	John J. Maas	C-11 .40	
83	Standard Sanitary Mfg. Co.	C-11 1.13	1.53
84	Daudt Glass & Crockery Co.	D-3	13.50
85	The Dobson-Evans Co.	E-8 52.86	
86	Singer Sewing Machine Co.	E-8 2.40	55.26
87	The City Water Co.	F-1	20.50
88	Ohio Northern Public Service Co.	F-3	74.93
89	H. B. Williams	F-4	174.00
90	E. L. Bowsher	F-5	.53
91	E. L. Bowsher	F-6 8.75	
92	D. C. Brown	F-6 41.14	
93	E. T. Rodgers	F-6 39.24	
94	W. A. Zaugg	F-6 29.62	
95	Burroughs Adding Maching Co.	F-6 24.05	142.80
96	The Wood County Democrat	F-9 4.57	
97	Home Steam Laundry Co.	F-9 11.00	
98	J. D. Gerken Co.	F-9 8.14	
99	Wiggins & Gillespie	F-9 339.00	
100	Houghton Mifflin Co.	F-9 14.00	376.71
101	Standard Sanitary Mfg. Co.	G-31 Libr. Books 4.44	
102	Baker & Taylor Co.	G-31 Ed. Eq. 15.20	
103	The City Water Co.	G-31 Libr. Books .86	20.50
104	DeLaval Separator Co.	I-Rotary 12.38	
		I-Rotary 9.33	21.71



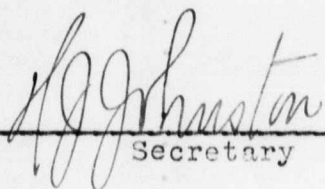
Voucher No.	Name of Payee	Appr'n. Acct.	Total
105	Library Bureau	F-5	18.48
106	The Wood Co. Telephone Co.	F-7 8.15	
107	The Western Union Telegraph Co.	F-7 1.68	9.83
108	North Central Association	H-8 Contributions	10.00
109	Harry Long	I-Rotary 7.00	
110	The Democrat Co.	I-Rotary 9.00	16.00
111	Farm Payroll	I-Rotary	478.19

The above to be paid from House Bill #517

Moved by Ganz and seconded by Bowsher that the claims and expense accounts be allowed, the fund designations to be made by Dr. Williams. Voting aye, Brown, Bowsher, Johnston, Ganz. Motion carried.

There being no further business, the Board adjourned to meet at the call of the President.

Attest:

  
Secretary

  
President

Bowling Green, Ohio  
October 16, 1925

The Board of Trustees of the Bowling Green State Normal College met at its office in the Administration Building on the above date. The members present were President D. C. Brown, Vice-President E. L. Bowsher and E. H. Ganz. Dr. H. J. Johnston, Secretary and E. T. Rodgers were unavoidably absent. Dr. Williams, President of the College, and Herbert B. Briggs, State Architect and Engineer, and Mr. Brooks his assistant, were also present.

In the absence of the Secretary, E. L. Bowsher was elected Secretary pro-tem.

The minutes of the meeting held on September 30, 1925 were read and approved.

Dr. Williams presented receipt from the Treasurer of State amounting to \$309.69 to cover farm sales reported at the meeting held September 30, 1925.

August 28, 1925 to September 30, 1925

Farm Receipts 117½ gal. milk @ .35  
Farm Receipts 2238 qts. milk @ .12 309.69

DEPARTMENT OF TREASURER OF STATE  
To the Payer: Columbus, Ohio, September 30, 1925 #967

Bowling Green State Normal College has paid into the State Treasury \$309.69  
Raymond P. Martin -- Cashier

The resignation of Miss Grace Busick as stenographer was presented and on motion by Ganz, seconded by Bowsher, the resignation was accepted, all members voting aye.

Estimate #2 to J. H. Meyers Plbg. & Htg. Co. on contract for plumbing and heating for the Combined Recitation and Library Building, duly certified by Herbert B. Briggs, State Architect and Engineer, and amounting to \$2384.50 was presented for action of the Board. Moved by Ganz and seconded by Bowsher that the estimate be allowed and paid from H. B. #622, G-2 Combined Recitation and Library Building. Voting aye, Brown, Bowsher, Ganz. Motion carried.

The following payrolls were presented for action of the Board.

Oct. 20 -	Name	Time	Rate	Amt.
	W. C. Jordan Financial Clerk	1 mo.	270.83	270.83
	Gertrude Brod Bookkeeper	"	116.66	116.66
	Mary W. Everett Ass't. Registrar	"	137.50	137.50
	Grace Busick Stenographer	9 da.	108.33	31.45
	Katherine Dean	1 mo.	75.00	75.00
	Alma Lutz	11 da.	91.66	32.58
	John Myers Janitor	1 mo.	104.16	104.16
	W. E. Frost	"	91.66	91.66
	Walter Towers	"	91.66	91.66